



June 19, 1995

PROCEDURE FOR RENAMING A STREET

The City of Roswell, in the interest of public safety, requires that the naming of streets within the City's municipal limits conform to standards that minimize public confusion. Therefore, duplication of names, naming segments of the same logical roadway different names and street names which do not meet adopted naming conventions are not permitted. New street names must comply with requirements set forth in the Street Name Regulations.

1. Request for renaming a street will be accepted only from an individual or entity meeting one of the following criteria:
 - (a.) A person who owns property abutting the street in question;
 - (b.) A developer of property, such property having received concept plan approval from the City's Planning and Zoning Department, that has approved access to the street in question; or
 - (c.) A legally authorized representative of a Department of the City of Roswell or an agency of the U.S. Government, State of Georgia or Fulton County.

2. Any new street name shall meet the standards set forth in the Street Name Regulations for the City of Roswell, unless the name is approved by action of the City Council.

3. Person wishing to initiate a street name change shall:
 - (a.) Provide the Planning and Zoning Department with the following information:
 - (1) Completed Street Name Change Request Form
 - (2) Petition signed by property owners along the entire street for which name change is proposed. Petition must indicate current street name, proposed street name, and statement that all persons signing petition own property abutting said street.
 - (3) In the case of a subdivision street, petition shall also include property owners on streets immediately adjacent to the street proposed to be renamed.
 - (4) The following information must be provide for each person signing the petition: signature and printed name of signer, property address, legal address, if different, and daytime telephone number.
 - (5) Reason for requesting name change.

 - (b.) Pay a \$250 processing fee to help defray costs for advertising, posting notices, signage, records search and correction to plat books. Government units are exempt from fee.

4. Upon receipt of a duly completed request and payment of processing fee, the Planning and Zoning Department will verify signatures of the property owners and review the proposed name change to ensure conformity with the Street Name Regulations.

5. If the recommendation conforms with the Street Name Regulations, and has support of more than 75% of property owners along the street, the Planning and Zoning Administrator will schedule a meeting with other affected Departments and agencies to develop a recommendation to be forwarded to City Council. This recommendation will include the beginning and ending points of any recommended change and the street number changes that will result.
6. If the request for the name change is supported by 100% of the property owners along the street, as indicated by their signature on a petition or other valid document, and it complies with City regulations regarding street names, then the Department of Planning and Zoning will place the matter on the next Business Session agenda of the city Council with a staff recommendation. The City Council will then take final action on the request.
7. If the street name change is not agreed to by 100% of the property owners along the street, then the Department of Planning and Zoning will prepare an agenda request for the City Council to decide if the street name change should be presented in a public hearing.
8. If the City Council approves the matter for a public hearing, the Planning and Zoning Department will advertise the public hearing, and place the matter on the Zoning Agenda. Newspaper advertisement describing the change will run in the local legal organ at least fifteen (15) days, but not more than thirty (30) days prior to the public hearing.
9. The Transportation Division shall post signs advertising the street name change request at least fifteen (15) days before the public hearing. Signs shall be posted in conspicuous places in the right-of-way on both sides of the street under consideration for the name change. Signs shall be sixteen square feet in size. Signs will give the proposed street name change and the date, time and place of the public hearing.
10. As a courtesy, the Department of Planning and Zoning will notify all affected property owners by mail at least fifteen (15) days prior to the hearing date.
11. After approving a street name change, the City Council will set an effective date for the name change. The effective date will be at least 90 days following the date of approval.
12. After a street name change is approved by the City Council, the Department of Planning and Zoning will revise plat and street numbering, as necessary, and advise all affected public agencies and property owners in writing of the name change and effective date.
13. The City of Roswell will bear no responsibility for financial impact of name change to property owner or tenants.

STREET NAME REGULATIONS

The following conventions will be followed when naming a street within the City of Roswell.

- (a.) Street names shall consist of a root name and a suffix designation (such as, “Street, Avenue, Road, Circle, Way, etc.). Root names shall consist of no more than 13 characters including spaces and hyphens.
- (b.) Directional prefixes (i.e. North, South, East, West) and the prefixes “old” or “new”, shall not be used.
- (c.) A proposed street that is obviously in alignment with another already existing and named street shall bear the name of such existing street, unless this requirement is waived by the Fire, Police and Public Works Department.
- (d.) Except within the same development, no proposed street name shall duplicate (be spelled the same or be phonetically the same) an existing street name within the City of Roswell, in the postal zone, or in the unincorporated areas in proximity to Roswell regardless of the use of such suffix designations as “Street”, “Avenue”, or however otherwise designated. In the same subdivision, a root name shall not occur more than twice.
- (e.) City streets shall not bear the name of names of living individuals.
- (f.) Proposed names for private streets shall follow the same conventions as for public streets.
- (g.) All street root names and suffix designations are subject to the approval of the Planning and Zoning Department. Obscene or otherwise unacceptable language, abbreviations, contractions, or initials shall not be used. Names must respect the dignity of all races, religions and national origins and comply with any pertinent civil laws.
- (h.) Letters not occurring in the English alphabet, and numerals, shall not be used.
- (i.) Continuous roadways shall not be subdivided into segments with different names.

REQUEST FOR STREET NAME CHANGE

Date: _____

EXISTING STREET NAME _____

LIMITS OF PROPOSED NAME CHANGE _____

REASON FOR PROPOSED NAME CHANGE _____

NAME OF PERSON REQUESTING NAME CHANGE: _____

ADDRESS: _____

DAYTIME TELEPHONE NO: _____

PERSON SUBMITTING STREET NAME CHANGE REQUEST IS:

_____ PERSON WHO OWNS PROPERTY ABUTTING THE STREET IN QUESTION,

_____ DEVELOPER OF PROPERTY, SUCH PROPERTY HAVING RECEIVED CONCEPT PLAN APPROVAL FROM THE CITY'S PLANNING AND ZONING DEPARTMENT, THAT HAS APPROVED ACCESS TO THE STREET IN QUESTION, OR

_____ DEPARTMENT OF City OF ROSWELL OR AN AGENCY OF THE U.S. GOVERNMENT, STATE OF GEORGIA OR FULTON COUNTY. (EXEMPT FROM FEE)

IS THIS STREET IN A SUBDIVISION? ___ NO ___ YES IF YES, SUBDIVISION _____

NAME OF ALL STREETS ADJACENT TO OR CONNECTING WITH SAID STREET IN THE SUBDIVISION:

STAFF USE ONLY (DATE AND INITIAL)

DATE RECEIVED _____ FEE PAID: _____

SIGNATURES VERIFIED _____ PERCENT OF AFFECTED PROPERTY OWNERS: _____

PROPOSED NAME CHECKED _____ DATE ADVERTISED: _____

HEARING DATE: _____

STAFF RECOMMENDATION _____

CITY COUNCIL ACTION: _____

STATE OF GEORGIA

FULTON COUNTY

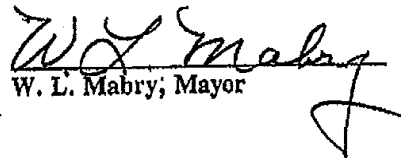
RESOLUTION

WHEREAS, the interest of public safety requires that the naming of streets within the City conform to standards which minimize public confusion, and


WHEREAS, the Mayor and Council of the City of Roswell, having considered these issues and the presentation of staff at its work session of May 28th, 1995, and the same having been advertised in the Roswell Neighbor on June 7 and June 14, 1995, do hereby wish to adopt the following:

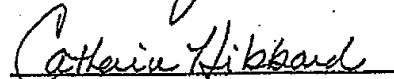
- 1) that document, dated June 19, 1995 and attached hereto as "Procedure for Renaming a Street"; and
- 2) that document, dated June 19, 1995 and attached hereto as "Street Name Regulations"; and
- 3) that document, dated June 19, 1995 and attached hereto as "Request for Street Name Change".

Approved and Adopted the 19th day of June, 1995.



W. L. Mabry, Mayor

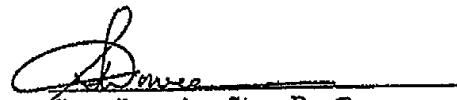
Attest:

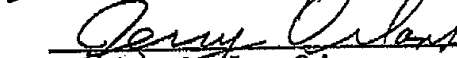

City Administrator Bill Johnson


Councilmember Catherine Hibbard


Councilmember Jerry Joyner


Councilmember Ed Tate


Councilmember Steve Dorves


Councilmember Jerry Orleans


Councilmember Don White